
Archives Technician

20+ years' rich experience in delivering optimal results & business value in high-growth environments

Proven expertise in database management, editing, production scheduling, abstracting and indexing. Key competencies in performing reference service, arrangement, description, accessioning, and preservation of archival records. Core strengths in data transcription, database project management, systems analysis and design, documentation and systems migration. Deft in providing hands-on guidance with server/client-based systems, router protocols, telecommunications, and software applications. Gained invaluable experience in archival methods, procedures, and techniques, and knowledge of the administrative history of organizations. Excellent in organizing exhibits and organizing displays for public viewing; excellent communication skills; vast knowledge in historical facts. Result driven and focused with immaculate work habits, man-management, time management and leadership skills. Demonstrated ability to galvanize teams to achieve ambitious results. Excellent man-management, time management, and leadership skills; computer literate. Volunteer at the National Archives.

PROFESSIONAL VALUE OFFERED

Editing	Publications	Database Management	Production Management	Reference Activities
Preservation	Documentation	Description/MIS	Arrangement/Search	Data Transcription
Indexing	Proof Reading	Customer Support	Project Management	Team Leadership
Research	Storage	Inventory Management	Operations Management	Payroll Management

PERFORMANCE MILESTONES

- Distinction of working on 'Cuadra Associates STAR Database System'.
 - Associated closely in providing reference services, locate/examine records, and draft service reports.
 - Proactively contributed in processing approximately 40,000 records annually.
 - Team member of the project working on building new vocabularies for a new automatic indexing system.
 - Assisted archivists and record group specialist in searching for major reference requests.
 - Actively involved in scanning 3200 journals/annum for inclusion in the bibliographic databases.
 - Earned rich experience in accessioning, arranging, describing, preserving, using, and disposing of archives, non-current records, and related material kept in record and manuscript depositories.
 - Drove the initiative to prepare and review cross-references for records, and location registers to inventoried records.
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CAREER PROGRESSION

Senior Editor, ProQuest, LLC, Bethesda, MD, 1988 to 2010

(A publishing company that provides electronic information products to academic, school, public, corporate, and government libraries.)

- Accomplished responsibility for reviewing and selecting publications.
- Judiciously researched the Internet for material to include in bibliographic databases: Health and Safety Science, Pollution, Risk Management, Sustainability Science Abstracts, and Population Dynamics & Demography.

- Devised search strategies to eliminate records not wanted for publishing.
- Successfully trained and managed 10 off-site contract editors and including their payroll management.
- Drove the efforts to compile processing work weekly and published work on monthly basis.
- Played pivotal role to ensure that all production is indexed, and cleared for publishing within two weeks of receive date in journal tracking database
- Responsible to study documents for identification, verify them against finding aids, and determine the correct arrangement.
- Involved in detecting missing and misfiled items and enclosures and took corrective action.
- Provide necessary operation measures for cataloging, and referral services.
- Geared the activities to prepare detailed internal and informal finding aids, divide records into segments for digitization and prepare title sheets
- Contributed significantly in preparing introductions and insert editorial material in the records where it is to be digitized.
- Supported in inspecting records and digital images for proper arrangement.
- Provide necessary measures to work out usual every day workings of archives in a very decent manner.
- Drove the efforts to implement and update classification plans and records scheduling and disposal plans.
- Mentored the team in transferring materials from current to semi current status and also to put into permanent storage.
- Established plan to ensure the use of computerized document systems.

Data Entry, ORS, Inc., New York, NY, Since 2001

- Responsible for typing questions and responses in a database of public opinion polls surveying the United States and more than 100 countries.

Transcriptionist, Deposition Services, Inc., Rockville, MD, 2007 to 2009

- Assumed responsibility for transcribing illegal immigrant removal proceedings for the U.S. Department of Justice Immigration Court in compliance with the standards of the Bureau of Immigration Appeals.

Assistant Editor/ Supervisor Proofreading Department/ Production Supervisor/ Production Typist, CSA (now ProQuest, LLC), Bethesda, MD, 1973 to 1988

- Meticulously reviewed and selected scientific journals, dissertations, conference proceedings, and reports for inclusion in various bibliographic databases.
- Contributed significantly in recruitment of 13 Proof readers and proofreading galleys.
- Led the team of eight employees engaged in typing, proofreading and preparing page layouts of abstract journals.

EDUCATION

- Pursuing Microsoft Office course with the intent of taking the IC3 (Internet and Computing Certification) exam.
 - BS – Business and Management, University of Maryland College Park
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References and Verifying Documentation Furnished upon Request